



# Job Opportunity

## State Controller's Office

**Position:** Youth Aid  
Subject to Budget Enactment

Statewide

**Location:** Division of Collections  
3301 C Street, Suite 712, Sacramento, CA 95816

**Issue Date:** July 10, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Richard Garcia, (916) 323-8472

**Who May Apply:** Candidates currently enrolled in school. Applicants under 18 years of age must possess an appropriate work permit.

\* Free Parking Provided

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-550-9991-960  
Ref 0710.RPT3

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

With close supervision provided by a Supervising Program Technician III, the Youth Aid will perform general clerical duties in assisting the Reporting Unit. Specific duties include, but are not limited to the following responsibilities:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Open mail, separate and check in all incoming reports submitted to the Unclaimed Property Reporting Program;
- Input incoming reports into Report Tracking System (RTS);
- Assist with boxing up files for dock storage and moving boxes to storage;
- Assist staff with filing and pulling reports;
- Assist staff with Xeroxing, faxing and receiving documents, delivering and organizing supplies; and,
- Assist with answering phone calls received in the unit and routing to the appropriate staff.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Collections  
3301 C Street, Suite 712  
Sacramento, CA 95816

Attn: Richard Garcia

Reference Number 051-550-9991-960 Ref 0710.RPT3 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).